

**REQUEST FOR PROPOSALS**  
FOR  
ENGINEERING DESIGN SERVICES  
FOR THE  
**LOWER EASTDALE CREEK CHANNEL IMPROVEMENTS**  
**PROJECT NO. 15-083**  
FOR CITY OF CASPER PUBLIC SERVICES DEPARTMENT  
ENGINEERING DIVISION

March 11, 2016

Fee proposals are being requested from qualified engineering consultants to furnish design services for the Lower Eastdale Creek Channel Improvements Project.

Such proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming, until 5:00 p.m., Local time, March 31, 2016.

**PROJECT BACKGROUND**

In 2013 the new City of Casper Stormwater Management Master Plan was completed. This new master plan incorporated some of the latest technology in defining stormwater basins, evaluating potential flooding problems, and recommending solutions to remedy those problems, along with supplementary water quality enhancements. The City of Casper is now implementing the recommended projects from its new master plan. The project described in this request for proposals involves upsizing existing culverts and increasing the channel cross-section along Hereford Lane from Bryan-Evansville Road upstream approximately 1,000 feet. Culvert designs shall be performed for Bryan-Evansville Road and for the private driveway at 700 Hereford Lane. The project must be designed and built for the purpose of greater flow capacity in the channel for increased flood control.

**PROJECT DESCRIPTION**

The project includes culvert and channel design to reduce known and predicted flooding based upon historical precipitation events and storm sewer system modeling. The selected Consultant shall provide design and, if necessary, permitting services.

**Funding**

The Lower Eastdale Creek Channel Improvements Project will be funded with Hazard Mitigation Grant Program (HMGP) funds from the Federal Emergency Management Agency (FEMA), and the City of Casper 1% Funds at 75% and 25% of project costs respectively. Funding includes all engineering design fees, engineering construction administration fees, construction contract expenditures, and incidentals.

## **I. SCOPE OF SERVICES**

*The Consultant shall perform the following services in connection with and respecting the Project (it is anticipated that these Scope of Services will be included as the basis of the design and construction administration contract for the successful Consultant):*

### **A. Design.**

1. The design includes replacement of storm sewer culverts, adding capacity to an existing storm sewer drainage channel, re-vegetation of the drainage channel, erosion control measures, and basic considerations for road cuts to replace the culverts.
2. The Consultant shall conduct field investigations and surveys as necessary to verify existing conditions, especially existing roadway widths, utility locations, right-of-way, topographic data, surface elevations, etc. The Consultant shall utilize base mapping provided by the City from the City's GIS database for plan sheet preparation.
3. The Consultant shall coordinate with Owner on all specific project requirements and other work related to the project.
4. The Consultant shall coordinate with utility providers for their utility relocations and/or upgrades.
5. The Consultant shall check with materials suppliers and contractors for specific construction costs and materials availability.
6. The Consultant shall perform soil borings for the Consultant to evaluate existing road/culvert crossings for asphalt thickness, crushed base thickness, and subgrade soil conditions. Consultant shall prepare a Geotechnical Report to provide a basis for the design of storm sewer culverts. The presence of any groundwater or volatile organic compounds (VOC's) shall be noted in the report with recommendations as to design modifications necessary to mitigate the problem areas, and as required to permit the storm sewer and earthwork with the WDEQ.
7. The Consultant shall prepare a project cost estimate when plans are approximately fifty percent (50%) complete, ninety percent (90%) complete, and again two (2) weeks prior to public advertisement.
8. The Consultant shall meet with Owner representatives during the

course of preparing drawings and specifications to discuss the status of the project. Consultant shall prepare and distribute minutes of all progress meetings.

9. The Consultant shall attend any special meetings with the City Manager or City staff, relating to the performance of this contract, and shall provide the City with monthly written progress reports, accompanying partial payment requests. Progress reports shall include personnel utilization and associated time applied to the project, in addition to an itemization of expenses. As a minimum, monthly progress meetings shall be attended by the Consultant and the City.

B. Drawings.

1. The Consultant shall provide design drawings containing sufficient detail and information to determine construction costs and to construct the improvements. "Half size" (11"X 17") plan sheets shall be used, and all information on the drawings shall be legible.
2. Consultant shall prepare plans and specifications. Plan and profile sheets shall consist of a horizontal scale not less than 1"=50', and an appropriate vertical scale, indicating the proposed improvements and utility conflict locations. The Consultant shall provide detail sheets as necessary.
3. Plan information shall include parcel lines; rights-of way; existing and proposed easements; existing and proposed alignments of storm sewer lines; existing alignments of water and sanitary sewer lines; existing underground utilities; relocation of any non-storm sewer underground utilities; length and grade of pipes in plan/profile view; pipe materials and sizes; locations of manholes, valves, and fire hydrants; and any relative asphalt or concrete limits.
4. Profile information shall include estimated depths of underground utilities and alignments of proposed utilities. Proposed underground utilities shall include estimated grades, stationing, and lengths.
5. Preliminary Design Drawings (50%) and Final Design Drawings shall be in computer-aided drafting format. This format shall be compatible with AutoCAD Version 2012 or newer. The Consultant shall coordinate all AutoCAD requirements to ensure 100% compatibility with the City's AutoCAD system and Municipal Code 16.20.020. The Final Design Drawings shall be sealed by a Professional Engineer licensed in the State of Wyoming.

6. The Consultant shall provide the City Engineering Office two (2) copies of the Preliminary Design Drawings (50%) to be reviewed by City staff. The same number of copies shall be provided again when the design is ninety percent (90%) complete. Consultant shall then provide four (4) copies of the Final Design Drawings on or before the Consultant's contract deadline. The approved corrected drawings shall be delivered to the City in a condition conducive to immediate project advertising for construction.
7. Consultant shall provide the City Engineering Office a copy of Final Design Drawings of the project in AutoCAD and PDF format on one set of compact discs (CD's) labeled as *"Final Design Drawings – Lower Eastdale Creek Channel Improvements - Project No. 15-083"*.

C. Project Manual.

1. Consultant shall prepare Technical Specifications covering the required work for the utility replacements and street work.
2. General Conditions and Supplemental Conditions of the Specifications shall be based on current City of Casper approved documents.
3. The Consultant shall prepare a Project Manual to include the following:
  - a. Technical Specifications.
  - b. Bid Schedule to accompany the Owner's Bid Form.
  - c. Edited "front end" documents of the Project Manual supplied by the City Engineering Office. Documents supplied will consist of Advertisement for Bids, Instruction to Bidders, Performance and Payment Bonds, Bid Bond and Form, Agreement between Owner and Contractor, General Conditions, and Supplementary Conditions. Consultant shall review these documents, insert modifications where necessary, and return them for final review. After final review by the Owner, Consultant shall incorporate any changes into the Project Manual.
4. The Consultant shall affix his professional engineer's stamp, date, and signature to the front cover of the project manual and in accordance with Wyoming State Registration Statutes.

5. On or before the Consultant's contract deadline the Consultant shall provide the City Engineering Office a final copy of the Project Manual in MS Word and PDF format on one set of compact discs (CD's) labeled as "Bidding Documents – Lower Eastdale Creek Channel Improvements – Project No. 15-083". The approved corrected project manuals shall be delivered to the City in a condition conducive to immediate project advertising for construction.

D. Subconsultants.

1. The Consultant shall be responsible to procure any necessary sub-consultant to complete the work.
2. The City and Consultant shall mutually approve, in writing, the use of any subconsultants that the Consultant desires to use.
3. The Consultant shall be responsible for the administration, management, procurement, and payment of services provided by subconsultant(s).

E. Documents, Materials, and Work Furnished by the City.

1. Water, Sanitary Sewer & Storm Sewer system mapping.
2. Contract front-end documents.
3. GIS base map coverages.

**II. SPECIFIC RFP REQUIREMENTS:**

A. Engineering Design & Construction Administration Fee.

In submitting a proposal for this project, the Consultant shall prepare and enclose **In A Separate Sealed Envelope** a detailed fee schedule with an upset amount for the engineering design services as covered by the Scope of Services in this RFP. Selection of a Consultant to provide professional services for this RFP shall be based on professional qualifications based criteria; however, the Consultant's fee schedule will also be considered as an additional qualification in the election process.

The engineering fee shall be based on estimated project costs, time and material, including hourly rates for technical personnel, and reimbursable expenses, with an upset amount. If at any time during

the term of this contract it appears that the upset amount will be exceeded, the Consultant shall immediately notify the City and provide a complete statement justifying the anticipated change in the contract fee. An amendment authorizing any increased fee can only be approved by the City Council. The amendment must be approved before the commencement of any additional work.

The Consultant shall be responsible and responsive to the City in its requests and requirements within the scope of this proposal, and shall confer with and be guided by the directives of the City through the office of the City Manager or his designated representative.

B. Timetable.

Following is the tentative timetable for this RFP:

- |                                            |                 |
|--------------------------------------------|-----------------|
| 1. Proposals Due                           | March 31, 2016  |
| 2. Consultants' Presentations/Interviews   | April 6-8, 2016 |
| 3. Selection of Consultant by Council      | May 3, 2016     |
| 4. Grant Application Deadline (City to WY) | April 30, 2016  |
| 5. Final Design Submittal                  | July 6, 2016    |
| 6. Grant Applications Due (WY to FEMA)     | July 7, 2016    |

The submittal of a proposal will be indication that the Consultant is able and will keep this schedule.

C. Contract.

The Consultant will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the consultant, termination of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the City.

### III. SELECTION

The selection of the consulting firm will be based upon project team qualifications, team management/organization, ability of firm to recognize design opportunities in the project, demonstrated design experience, willingness to meet time requirements, and community involvement of the firm. A target of three (3) firms will be interviewed by the City staff on the basis of the proposal submittals. Upon completion of these interviews, one firm will be selected on the basis of their

qualifications and fee.

The procedure for considering the priced proposal will be that the top three (3) or more firms will be chosen based on the above qualifications-based criteria, excluding consideration of the fee proposal. Upon selection of the top three (3) or more firms, the fee proposals for these three firms shall be opened and analyzed by the City Engineer. The City Engineer will prepare a written summary of the price proposals to be distributed to the Engineering Selection Committee prior to the Consultant interviews. Price proposals for Consultants not short-listed shall be returned unopened to the Consultant. No prospective proposer shall be allowed to withdraw his proposal for a period of sixty (60) days after the deadline for proposal submittals.

In making a proposal, the Consultant hereby certifies that he has reviewed this RFP and is familiar with all conditions contained herein.

City staff will review all proposals. Final selection of the consultant will be made by the City Council.

#### **IV. GENERAL**

##### **A. Additional Information.**

In addition to the items addressed in the Scope of Services, the following information relating to the consultant's qualifications is required. The Consultant shall submit five (5) copies of the non-priced technical proposal.

1. The consulting firm's name, address, and telephone number.
2. Types of services which your firm is qualified to provide.
3. Names of key personnel, the experience of each available for this project, and their anticipated work load/availability for this project.
4. Names and addresses of outside consultants or associates which will be retained for assistance.
5. Number and type of current projects for which the firm is principal engineer.
6. Recent list of completed projects most similar to this project, including key contacts and references, approximate budget, and other pertinent information.

One (1) Engineering Fee proposal with upset amount in a separate sealed

envelope shall be submitted with the set of five (5) non-priced technical proposals. The envelope containing the price proposal shall be labeled "City of Casper, Lower Eastdale Creek Channel Improvements Project - PRICE PROPOSAL" The price proposal shall be signed by an authorized representative of the Consultant offering the proposal.

B. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposals (RFP), an Addendum to this RFP will be provided to each Consultant. The City reserves the right to change the submission deadline for any reason, including an Addendum or Supplement to the RFP.

C. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Consultant to insure that the proposal arrives prior to 5:00 p.m., Local Time, Friday, March 31, 2016.

D. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

E. Response Material Ownership.

All materials submitted regarding this RFP become the property of the City of Casper and will only be returned to the Consultant at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

F. Incurring Costs.

The City of Casper is not liable for any costs incurred by the Consultant prior to issuance of an agreement, contract, or purchase order.

G. Acceptance of Proposal Content.

The contents of the proposal of the successful Consultant may become contractual obligations if the City of Casper wishes to execute a contract



based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

H. Reference Checks.

The City of Casper reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments.

I. City Contact

**The contact person at the City of Casper concerning this RFP is Mr. Scott R. Baxter, P.E., Associate Engineer, 200 North David Street, Casper, Wyoming 82601. Phone (307)235-8341, or email: [sbaxter@cityofcasperwy.com](mailto:sbaxter@cityofcasperwy.com)**